

**Exhibit 6255 DEATH OF A WARD
IN A YOUTH AUTHORITY INSTITUTION
INSTITUTION AND CAMP MANUAL (SECTION 5515) (6200)**
(May 2003)

When a ward in an institution dies, the following procedures shall apply:

Liaison

1. Notify the following, immediately, by telephone:
 - a. Sheriff and Coroner, if facility is located outside the city limits
 - b. Sheriff, Chief of Police and Coroner, if facility is located within city limits
2. Seal off the area to protect any possible evidence.
3. Notify the following as soon as a representative is on duty:
 - a. District Attorney's Office
 - b. YA Chief of Medical Services
 - c. Ward's County of Commitment
 - d. In the event the ward's demise is at the hands of another ward, contact the County of commitment of the perpetrator
 - e. Local Media

Superintendent

1. Make arrangements for a Youth Authority representative from the ward's institution to make a face-to-face notification of the ward's death with the parents or guardians.
2. When the family's location prohibits the staff from the ward's assigned institution from making notification, telephone the Supervising Parole Agent (SPA) of the Parole office nearest to the family residence and request that Parole staff notify the parents or guardians of the ward's death.
3. Provide the SPA with the name and telephone number of the institutional staff person who will be the liaison with the family.

Staff Representative

1. Obtain all the information available regarding the circumstances of the ward's death.
2. Inform the parents or other appropriate persons of the facts surrounding nature and cause of death.

3. Offer departmental assistance to the family in making arrangements for sending the remains and the ward's personal effects to them. In the event of the ward's demise at the hands of another ward or staff negligence, offer financial assistance for funeral arrangements. All related expenditures must have prior approval by the Deputy Director.

NOTE: When notification is made by the Parole Services and Community Corrections Branch, provide the family with the name and telephone number of the Institutional Liaison.

Institutional Liaison

- Maintain liaison with the family throughout the completion of the arrangements. (Reference: Regulation Section 4138)

Superintendent

1. Complete the following Special Incident reporting procedures:

- Complete a Special Incident Report and send it by fax to the Assistant Deputy Director.

If an incident occurs when the office of the Assistant Deputy Director is closed and he or she cannot be reached at home, immediately telephone the incident to the office or home of at least one of the following:

- a. The Deputy Director, or in his absence,
 - b. The Chief Deputy Director, or in his absence
 - c. The Director
2. Submit a letter or incident report, within 24 hours of the discovery of the death, which includes all circumstances and details of the death, the names of all persons involved in the death, and all persons with knowledge of the circumstances surrounding the death, to the following:
 - a. Appropriate law enforcement agency
 - b. Coroner
 - c. District Attorney
 - d. Youth Authority Chief of Medical Services
 - e. Ward's County of Commitment
 - f. In the event the ward's demise is at the hands of another ward, contact the County of Commitment of the perpetrator

3. Send incident report and In Custody Death Report to be used in report to the Department of Justice (DOJ) within three days of the death to Institutions and Camps Branch Headquarters.

The notification shall include a letter or incident report, which provides full identification of the ward and a description of the circumstances surrounding the ward's death. Also, if the cause of death is natural, specify if it was due to AIDS, tuberculosis or other communicable disease.

4. Notify at least one person, in the following order of priority, to claim the body:
 - a. Surviving spouse of decedent
 - b. Surviving parent
 - c. The next of kin who would be entitled to any estate of the decedent's under California law
5. If the ward is not a citizen of the United States, immediately contact the Deputy Director's Office who will inform the appropriate foreign counselor post within 72 hours of the death. Follow with a letter giving the known details of the incident within five working days of the death. If the full details of the death are not known within five working days after the death, provide the counselor post with updated reports every 30 days until the matter is closed.
6. Notify any of the ward's victims who have requested notification of the ward's release on parole and/or Youthful Offender Parole Board hearing where release on parole may be considered.

Deputy Director

- Send In Custody Death Report to the Attorney General's Office, within 10 days of the death, at the following address:

Law Enforcement Information Center
Attention: Death in Custody Section.
P.O. Box 903427
Sacramento, CA 94203-4270

If the body remains unclaimed and the deceased has been committed to the Youth Authority by a juvenile court:

Superintendent

- Notify the coroner in the ward's county of commitment to take charge of the body.

NOTE: When notification is made by the Parole Services and Community Corrections Branch, provide the family with the name and telephone number of the Institutional Liaison.

Institutional Liaison

- Maintain liaison with the family throughout the completion of the arrangements. (Reference: Regulations Section 4138)

Superintendent

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- b. Coroner
- c. District Attorney
- d. Youth Authority Chief of Medical Services
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6. Notify any of the ward's victims who have requested notification of the ward's release on parole and/or Youthful Offender Parole Board hearing where release on parole may be considered.

If the body remains unclaimed and the deceased has been committed to the Youth Authority by a juvenile court:

Superintendent

- Notify the coroner in the ward's county of commitment to take charge of the body.

If the body remains unclaimed and the deceased had been committed to the Youth Authority by a court other than a juvenile court:

Superintendent

- Arrange for interment and notify the Deputy Director, Administrative Services Branch, that State Funds will be required.

Staff

- Submit a discharge report to the Board, recommending a general discharge. (Refer to Section 4210, e., (1), for procedures.)

Staff Representative

- Notify the parents of the deceased in the same manner prescribed in Section 5515, 1-3.

Superintendent

1. Notify the Deputy Director immediately.
2. Notify at least one person, in the following order of priority, to claim the body:
 - a. Surviving spouse of decedent.
 - b. Surviving parent.
 - c. Surviving child.
 - d. The next of kin who would be entitled to any estate of the decedent's under California law.
3. If the ward is not a citizen of the United States, contact the appropriate foreign counselor post within 72 hours of the death. Follow with a letter giving the known details of the incident within five working days of the death. If the full details of the death are not known within five working days after the death, provide the counselor post with updated reports every 30 days until the matter is closed.
4. Notify any of the ward's victims who have requested notification of ward's parole release and/or Youthful Offender Parole Board hearing where release on parole may be considered. If the body remains unclaimed, the Superintendent shall follow the procedures as prescribed in Section 5515.

Case Services

- Submit a discharge report to the Youthful Offender Parole Board, recommending a general discharge. (Refer to Section 4210, e., (1), for procedures.)

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